

## **Chief of Central Payroll**

### **Position Description**

**Position Number: 000210**

### **POSITION SUMMARY**

Under the general direction of the State Controller, this senior-level administrative position is responsible for managing the enterprise payroll processing for approximately 37,000 state employees in 47 agencies. This position is also responsible for providing policy and procedural direction for the payroll portion of the Human Capital Management (HCM) system.

In addition, this position is responsible for statewide payroll program administration, policy development and administration of complex compensation programs including systems development and implementation. The position establishes program operational policies, plans and procedures to enhance the processing center's ability to meet the ever-changing accountability requirements and mandates established by Federal and State agencies.

This position coordinates administrative processing activities associated with fringe benefit programs with the Department of Employee Trust Funds and compensation provisions with the Division of Personnel Management.

Program responsibilities under the purview of this position include the annual production of W-2's, statewide coordination and development of new or existing benefit programs, and system modifications to accommodate Federal and State tax law changes and other statutory and legislative mandates. Implementation of all compensation increases statewide including back pay are also responsibilities of this position.

Also, this position has direct management responsibility for all functions and operation of the Central Payroll Processing Center and therefore must stay informed of new developments in the compensation area, projected trends in technology and legislative and regulatory developments.

### **GOALS AND WORKER ACTIVITIES**

**45%    A.    Direct the state's enterprise payroll processing operation.**

- A1.    Direct biweekly, quarterly and annual payroll cycles to assure continued timely operation of the payroll system, meet statutory requirements of tax withholding and provide timely management reporting of payroll information.
- A2.    Ensure adequate internal controls and consistent application of payroll and leave accounting policies and procedures throughout the statewide payroll system.
- A3.    Evaluate and formulate operating policies and procedures for improved service levels, good internal management and development/implementation of strategic plans.
- A4.    Coordinate administrative processing activities associated with fringe benefits programs and compensation provisions with the Department of Employee Trust Funds and the Division of Personnel Management.

- A5. Maintain in-depth knowledge of the statutes, administrative rules and management policies relating to payroll, personnel, management and related systems.
- A6. Provide Technical direction and consultation to the state agencies and maintain effective working relationships with payroll and personnel managers.
- A7. Participate on task forces, work groups and committees (both internal and external) on statewide payroll/personnel issues and program and policy development.
- A8. Establish and maintain a work environment which fosters information sharing, facilitates problem resolution to ensure continuance of satisfactory service levels.
- A9. Direct the development and maintenance of procedural manuals to provide direction for agency payroll coordinators to ensure consistency in the application of payroll procedures.
- A10. Provide data and policy analysis support to the State Controller.
- A11. Develop and recommend the program budget to the State Controller.
- A12. Direct and supervise the activities of professional and non-professional staff, assign priorities, provide direction and evaluate job performance.

**30% B. Manage ongoing payroll processing changes within the HCM system.**

- B1. Maintain in-depth knowledge of conceptual system logic, objectives and interrelationships between the major payroll, leave accounting, time and labor modules and the accounting system.
- B2. Direct the development, design and implementation of system changes.
- B3. Ensure data integrity and flexibility in the development of computer applications.
- B4. Work closely with data processing analysts and users in the system design, project management, implementation and user documentation and training areas.
- B5. Keep abreast of new developments in the employee compensation area, projected trends in technology and legislative and regulatory developments to determine needed changes in existing systems.
- B6. Modify and implement Central Payroll's leadership role as it relates to the integrated PeopleSoft system and Shared Services organization of human resources and payroll personnel.

**15% C. Supervision of Central Payroll staff**

- C1. Participate in employment interviews and effectively recommends hiring, evaluates probationary and annual work performance, and recommends promotion and discharge of subordinate employees.
- C2. Establish goals, objectives and performance standards for Central Payroll staff. Monitor and evaluate staff performance on a continuing basis to assure achievement of goals, objectives, and performance standards.
- C3. Assist in the resolution of employee problems and recommend disciplinary actions or first-line adjustments of grievances; provide coaching to improve performance when needed.
- C4. Plan and organize unit responsibilities, determine priorities and schedule staff workloads to meet department goals and objectives.
- C5. Provide orientation, training, and technical assistance on tasks for new and experienced employees.

**10% D. Miscellaneous special projects.**

- D1. Work with SCO financial staff to improve the efficiency of accounting, Federal reporting and cash management operations.
- D2. Respond to a variety of ad-hoc requests for information.

**Knowledges, Skills, and Abilities:**

- 1. Understanding of IRS and Wisconsin withholding tax processes and procedures.
- 2. Understanding of Wisconsin Compensation Plans.
- 3. Ability to continually analyze complex business processes and to make improvements.
- 4. Understanding of large payroll systems and how they integrate with accounting systems.
- 5. Ability to complete complex, multi-task processes within strict deadlines.
- 6. Ability to reconcile large amounts of data between two or more business systems.
- 7. Strong verbal and written communication skills.
- 8. Strong personal computer skills including the ability to work with advanced level worksheets in Microsoft Excel.
- 9. Ability to lead and supervise staff.
- 10. Knowledge of HCM system (STAR).
- 11. Knowledge of supervisory practices and principles.
- 12. Knowledge of policy development and implementation methods.